

# Oakwood Lincoln Park Neighborhood Association Clubhouse Contract and Rules

This Contract is effective \_\_\_\_\_, 20\_\_\_\_, between the Oakwood Lincoln Park Neighborhood Association (OLPNA) and \_\_\_\_\_ (“Renter”) from (time) \_\_\_\_\_ a.m. p.m. (circle one) to (time) \_\_\_\_\_ a.m. p.m. (circle one) during the year \_\_\_\_\_ on date \_\_\_\_\_. The parties agree to the following:

- 1. Facility Rules:** The Renter acknowledges receipt of and shall follow and ensure that the Renter’s guests follow the terms and conditions set forth on the attached Facility Rules. OLPNA reserves the right to alter the Facility Rules at any time with notification to the renter.
- 2. Rental Time Period and Fees:** Renter will pay fees of \$25.00 for each hour or partial hour of clubhouse use with a two hour minimum or \$200 for a full day. Rental time period must include time period required for set up and clean up.
- 3. Reservations and Payment:** Applications should be made by mailing this contract and a deposit of \$50.00 postmarked no fewer than 14 days in advance of the reservation date to OLPNA, P.O. Box 27773, Knoxville, TN 37927. Deposit can also be made using Paypal according to instructions at [www.oakwood-lincolnpark.org](http://www.oakwood-lincolnpark.org). Any remaining payment must be mailed and postmarked OR made through Paypal no fewer than seven days in advance of the reservation. Payments postmarked fewer than seven days in advance of reservation will be accepted at the discretion of the OLPNA Board and must include a \$25.00 late fee.
- 4. Form of Payment:** Payment must be made by check or money order in United States funds for through Paypal. Renters who make an invalid payment will incur a fee of \$25.00 and will be responsible for any bank fees and related damages. NO PAYMENT OF CASH WILL BE ACCEPTED. Checks must be made payable to Oakwood Lincoln Park Neighborhood Association. All payments made by check or money order must be mailed to the OLPNA post office box.
- 5. Clubhouse Availability Schedule:** Clubhouse availability is subject to the discretion of the OLPNA board. All events must be completed and the Clubhouse vacated no later than 10pm.
- 6. Clubhouse and Cleaning:** Renter agrees to leave the premises in the same condition as existed at the time that possession commenced which includes but is not limited to returning Clubhouse furniture and fixtures to their location at the time of possession, the removal of all trash generated by the event, the cleaning of counter and tabletops, sweeping and mopping up any spills, etc. Failure to comply with cleanup will result in a cleaning charge of \$25.00. Renters further agree to complete the Renter’s Report during their rental time. For those events using a caterer, the caterer’s agreement is incorporated herein by reference.
- 7. Overstay:** If the Renter, the Renter’s guests, and or related renter supplies, contractors, caterers, service providers, decorations, etc. fail to vacate the premises as specified in the contract, the renter will be required to pay \$25.00 for each additional hour or part thereof and a penalty fee of \$25.00.
- 8. Limitation on Liability:** In no event shall OLPNA be obligated to the Renter for consequential or incidental damages, or damages of any sort or any amount.

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9. Indemnity: Renter hereby indemnifies, defends, and holds harmless OLPNA, its president, officers, and members, from any and all loss, damage, claims, causes of actions, and demands arising out of or relating to the Renter's use of the facilities, including but not limited to the service of food or alcoholic beverages (including underage drinking), by Renter, Renter's guests, Renter's caterers, contractors, or service providers (or employees of the same), or any invitees of Renter, Renter's guests, or Renter's contractors, including any acts of negligence by any person or entity. Renter agrees not to nail, tape, or screw anything to the floor or walls of Clubhouse. Renter assumes full responsibility and liability for any physical damage to facilities or equipment occurring during the rental period.
10. Age of Renters: All renters must be at least 21 years of age and able to show proof of age if requested. Groups with persons younger than 21 years of age must include responsible adult supervision as follows: for 1-5 minors, one adult; for 6-20 minors, two adults; and one additional adult for each additional multiple of 10 minors.
11. Cancellation: A renter who cancels a reservation within seven days of the reservation date or does not occupy the clubhouse for the time period designated in this contract will forfeit the deposit. Reservations may be rescheduled at the discretion of the OLPNA board and only then in case of extreme weather, fire or other acts of nature. If OLPNA is responsible for a reservation cancellation, the reservation may be rescheduled for a different time and/or date or a full refund given.

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Signature of Renter

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Date

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Title of Signer (when signing on behalf of an organization)

# Clubhouse Rental Rules

## Read Carefully!

Oakwood Lincoln Park Neighborhood Association (OLPNA) is proud to make the clubhouse available to neighbors at an affordable price. To keep the rental fee low, renters must be especially conscientious. To provide a cleaning service between renters would double the rent! Be considerate of the next renters: ***leave the clubhouse as clean as you find it and put furniture and other items back where you found them.***

OLPNA board members have the right to be present or visit the clubhouse during the rental. If during the visit the management finds any rule violations, the board member has the right to enforce the rules and/or end the event with a loss of the fee to the renter.

## USE OF BUILDING

1. Maximum Number of Persons Allowed in the Clubhouse: 50
2. Setup and break down of tables and chairs is the responsibility of the Renter.
3. Decorate **ONLY** the tables. Do not put decorations on the walls, beams, fans, counters, windows, or light fixtures. Do not bring any helium-filled balloons filled into the clubhouse.
4. Renters may turn on the gas logs in the fireplace. Do **NOT** throw trash in fireplaces.

## PARKING

1. All guests must park legally.
2. Parking availability is **NOT** guaranteed. Check with Christenberry Elementary School (594-8500) and the Christenberry Community Center (637-5991) to find out about other events that might limit parking.
3. An overflow parking lot is available on Shamrock Avenue past the playground area.

## AFTER YOUR EVENT

1. Turn off the stove, unplug coffee makers and remove all your items from the refrigerator and freezer.
2. Put dirty dishes in dishwasher and start it.
3. Place all garbage in trash bags and put trash bags in the dumpster in front of Christenberry Community Center (on Oglewood). Do **NOT** use school dumpster in back parking lot. Put new trash bags in cans.
4. Use only the supplies (garbage bags, toilet paper, paper towels, etc.) you need. Do not take any supplies with you—that's stealing!
5. Cleaning supplies and tools are available in the Janitorial closet, near the Emergency exit. If you leave the facility in an unacceptable condition, you may not be allowed to rent with us again and you may be charged a cleaning fee.
6. Put furniture and other items back as they were when you arrived.
7. Return the thermostat to 64°F (for heat) and 78°F (for air conditioning) when you vacate the building.
8. Complete the Renter's Report Form provided and put in the red mailbox located inside the main entrance.

## THE FOLLOWING ARE **FORBIDDEN** IN AND AROUND THE CLUBHOUSE

1. The Use of Tobacco or Smokeless Alternatives
2. The Presence or Consumption of Alcoholic Beverages
3. The Possession or Presence of Firearms

I understand and agree to follow the above rules.

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Signature of Renter

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Today's Date

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Position in Organization (if applicable)

OAKWOOD LINCOLN PARK NEIGHBORHOOD ASSOCIATION –CLUBHOUSE RENTAL APPLICATION  
 PRINT CLEARLY!

<b>Applicant Details</b>		
Contact Person for Event:	Organization:	
Contact Person Phone:	Contact Person Email:	
Current address:		
City:	State	Zip Code
Mailing Address (if different from above):		
City:	State:	ZIP Code:
Have you or the organization rented the clubhouse previously? Yes No (Circle One)		
<b>Event Description and Number of People Attending</b>		
Please describe your event:		
How many persons will attend? _____ Of those, how many are children (<18 yrs old)? _____		
<b>Event Date/Time and Fee</b>		
Reservation Date:	Month:	Day: Year:
Time Period for Current Application (Include adequate time for Set up and Clean up): From: To:		
Number of Hours (minimum of 2): _____ X \$25.00 = _____ (Total Rental Fee)		
<b>Signature</b>		
I agree to abide by all rules and regulations in the Oakwood Lincoln Park Neighborhood Association contract and to the allotted fee for the reservation and rental of the OLPNA clubhouse.		
_____ Signature of Renter		_____ Today's Date
<b>For Office Use Only</b>		
Date Contract Received:		
Date(s) Payment(s) Received:	Fee Waived	